

**SUBJECT: RENTAL OF CENTAL LIBRARY MEETING ROOMS, TERRACES AND
OTHER SPACES**

I. POLICY

The San Antonio Public Library is the knowledge and information center for its community and encourages the free expression of ideas essential to an informed citizenry. To accomplish this role, the first objective of the Library is to serve as a resource for learning, studying, and the discussion of ideas. This objective is evidenced by, but not limited to, the basic functions of libraries in providing access to information, books and other materials as well as offering programs and services to advance the knowledge and experience of the people within our community.

The primary purpose of the meeting rooms in the San Antonio Public Library is to provide a facility for group presentations about the Library and what it has to offer. This includes programs about library materials, such as book discussion groups, or opportunities to learn and improve reading skills.

The secondary purpose of the meeting rooms is to accommodate a wide variety of public programs that will bring people into the Library building and encourage them to think of the Library as a community information center.

The offering of meeting room space in our Libraries is one of many methods used to foster free expression and free access to issues and ideas representing all points of view on all subjects. However, there may be times when the use of our facilities does not contribute to furthering the Library's mission. In such instances, priority will be given to the primary and secondary functions of the meeting rooms as set forth above. The regulations and procedures in this document have been prepared to clarify the expected rights and responsibilities of those reserving and using our meeting rooms and other facilities. Any exception to these regulations must be approved by the Central Library Administration or Library Director.

Any group, regardless of the affiliations of its members, may have the privilege of using a San Antonio Public Library meeting room, if the group complies with the regulations in this L.A.D.. Three categories of meeting room-use are recognized:

1. Use by the Library for a Library program, Library staff meeting or Library training session;

2. Use by any other City of San Antonio Department or City entity;
3. Use by any other agency, organization, company, individual, or public-use group.

The San Antonio Public Library will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation.

II. REGULATIONS

A. Facilities and Meeting Rooms available for use

1. The San Antonio Public Library makes available to groups and individuals the following facilities for meetings and events:

<u>Location</u>	<u>Capacity</u>
Auditorium	150 (Maximum Capacity) 100 (Banquet Capacity)
Executive Board Room	12
Conference Rooms	
Room 2.1	8
Room 2.2	8
Room 3.1	8
Room 4.1	8
Room 4.2	8
Room 5.1	10
Room 6.1	6
Room 6.2	6
Room 6.3	8
Terraces	
3 rd Floor West	233
3 rd Floor Northwest	200
Entire Building	1800
2. The use of facilities other than meeting rooms, such as entire building, grounds and/or major portions thereof, is restricted to events that advance the Library Mission as outlined in the Library Mission Statement. Requests for use of the entire building are subject to the approval of the Central Library Administrator.	

B. Authorization for Facility and Meeting Room Use

1. The policies outlined in this document shall be implemented by the Central Library Events Coordinator.
2. Permission to meet in the Library in no way constitutes endorsement by the Library or the City of the policies or beliefs of the organization or individual.
3. The San Antonio Public Library Administration, in its sole discretion, will determine the number of events operated simultaneously in its facilities and does not guarantee sole use of a facility.
4. If use is approved, the Central Library Events Coordinator will execute a Contract for Meeting Room Use with the group. User must agree to abide by the Meeting Room policies and to pay appropriate fees in advance.

C. Policies Regarding the Use of Meeting Rooms

1. It is important that organizations and individuals who use the Meeting Rooms understand and acknowledge that they are guests of the Library, able to use Library facilities at the discretion of the management of the Library, and their use of the facilities reflects that understanding.
2. Library facilities and meeting rooms are managed according to city, county, state and/or federal laws governing the protection of public property and fire safety.
3. Authorized Library staff may enter and remain in a meeting room at any time during a scheduled meeting. The Library reserves the right to attend any meeting held in its facilities (except executive sessions of governmental bodies) to ensure that no unlawful activities are occurring on Library premises.
4. Activities for minors must be supervised by responsible adults.
5. At any time the Central Library is open for use by a Library support group, a community organization or a commercial firm, that facility must be opened by a library employee, and a Library employee must remain in the building for the duration of the event.
6. Authorization for Library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting room. The Library may require its staff be present at some activities to provide appropriate security and technical support. The organization using the facility will be required to pay for these staff services in advance.

7. When Library facilities are used by recognized Library support groups or other community organizations, it is the policy that all activities be planned by the group in consultation and cooperation with the Library staff member designated as liaison to the group. With this participation, it should be possible to schedule events so they have the least adverse impact on the normal work schedules. Staff will make a concerted effort to meet the needs of the group within an adjusted work schedule. If this is not possible because of budget restraints, reduced services, vacancies, etc. the support group may be required to pay a fee to cover costs to keep the Library facility open during non-service hours.
8. Authorization for Library facilities and meeting room use is limited to the furniture and equipment assigned to that facility or room.
9. All equipment, other than installed equipment, required by user must be provided by them. Delivery and pick-up of rentals and other equipment brought in for an event must be coordinated with the Central Library Events Coordinator. Equipment and supplies may not be stored in the Library for subsequent use.
10. Staff assistance in the arrangement of chairs and tables in other than standard arrangement provided will require special written request for permission at the time of the Contract for Meeting Room Use submittal and requires advance payment of fees as outlined in Section E.
11. Arrangements for staff assistance must be approved and paid for in advance of the date of the event.
12. Groups incurring charges not requested or paid for in advance, including demands on staff time or staying beyond reserved time, will be billed according to the fee schedule set forth in Section E. Failure to pay the fee will result in the group's loss of the privilege of using the Library facility.
13. The Library is not obligated to provide indoor space if inclement weather prevents the use of terraces.
14. No smoking is permitted in the Central Library. Smoking is permitted on the terraces if the group has contracted for their use.
15. Because meeting rooms are in close proximity to Library reading areas, noise is expected to be kept to a minimum.
16. Handouts may be distributed inside the room, immediately outside the meeting room, or outside the Library building.

17. A list of vendors with their contact person and telephone numbers must be given to the Library two weeks prior to the day of the event. Delivery and arrival schedules for all vendors must be approved by the Central Library Events Coordinator.

D. Meeting Room User Responsibilities

1. All persons requesting to use Library facilities and meeting rooms must agree to abide by these policies.
2. It is the responsibility of the person who signs the Contract for Meeting Room Use to serve as the authorized representative of the group to remain on the premises throughout the period for which it is reserved, ensuring the safety and security of attendees and the Library facility, as well as ensuring that attendees observe the regulations set forth in this document.
3. Users of the Central library meeting rooms, including caterers and vendors, may park in the Central Library Garage which may be entered from Soledad Street. Please note that this structure is operated on a fee basis. Use of the Central Library Garage for after-hours events must be prearranged. Direct billing to the organization for guest parking must also be prearranged with the Central Library Events Coordinator.
4. Library facilities and meeting room users must agree to restore area to a reasonable degree of order (e.g. all waste material in appropriate receptacles). Failure to restore facility or meeting room to this condition may result in additional charges for the required cleaning and may result in revocation of authorization for future use. User may not hire an outside vendor for cleanup without prior approval of the Library.
5. Library facilities and meeting room users agree to pay for any and all damages to Library property including, but not limited to, walls, floors, carpets, grounds, equipment and furniture while property is being used. Failure to pay for damage will result in revocation of authorization for future use and/or other necessary action.
6. Designated Library staff will conduct a walk-through before and after each meeting. The authorized representative of the group must report to the designated Library staff member before set-up and also at the end of the meeting. Unless previously scheduled otherwise, meetings must end before the Library's closing time to allow for clean-up and walk-through.

E. Fees

1. Non-Fee Basis

The San Antonio Public Library permits the use of Library facilities and meeting rooms on a non-fee basis to:

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a. Special Programs (fee-waived):

The Central Library Administrator may choose to waive the use-fee for a program being offered by another organization if the purposes of the program are closely aligned to those of the Library. Such a program will be developed and offered by the organization to bring information on a topic of interest to the general public. The event must be free and open to the public. Service fees may be charged to the organization.

b. Other City of San Antonio Departments or City Entities

c. Donors (see L.A.D. Admin 9)

Service fees may be charged

2. Fee Basis

The fee schedule adopted by the City Council of the City of San Antonio shall apply to private individuals or organizations who wish to use Library facilities. The basic fee must be paid prior to use. Groups must reserve adequate time to cover set-up and clean-up.

a. Facility Use Fee

<u>Area</u>	<u>Hourly Rate</u>	<u>Daily Minimum Fee</u>	<u>Daily Maximum Fee</u>
Auditorium	\$ 100	\$ 200	\$ 800
Executive Conference Room (4 th Floor)	\$ 20	\$ 40	\$ 150
Conference Rooms	\$ 10	\$ 20	\$ 80
Terraces	\$ 100	\$ 200	\$ 800
Entire Building (After Hours)	N/A	\$ 2000	\$ 2000

b. If the presence of Security personnel is requested by the group or required by the Library, compensation for each staff member will be charged at the following rates:

\$15 per hour*

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- c. Fire Marshall fees will be charged as required, according to the fee structure established by the Fire Department and approved by the City Council. This fee is payable to Fire Marshall
- d. If the presence of additional staff is requested by the group or required by the Library, including, but not limited to. Audiovisual or technical services, compensation for each staff member will be charged at the following rate:

\$30 per hour*

- e. If custodial services are requested by the group or required by the Library compensation for each staff member will be charged at the following rate:

\$10 per hour*

*Service Fees are subject to City Council approval, October 1, 1996.

F. Application for Use

- 1. Priority for use of Library facilities and meeting rooms will be given in the following order:
 - a. Library events
 - b. Other City department or City-entity events
 - c. Friends of the Library or San Antonio Library Foundation events
 - d. All other events

All other groups will be given consideration on a first-come/first-serve basis following the outlined reservation procedure. Each event request will be considered on an individual basis according to overall number of requests pending, staffing, and other considerations of Library priorities.

- 2. The Library reserves the right to preempt any event up to three months in advance for a Library or City-sponsored event; in such instances, the Library will assist the group in reserving another date or Library facility or meeting room.
- 3. Reservations for public use of the meeting rooms will be taken no more than six months in advance of the intended use, except by authorization of the Central Library Administrator.

4. A fully-completed and signed Contract for Meeting Room Use must be submitted upon acceptance of reservation by Central Library Events Coordinator.
5. Although a booking may be made by telephone, payment and a signed contract are due by 5:00pm the following weekday, unless other arrangements have been made.
6. Use of Library facilities and meeting rooms is limited to the type of meeting or activity stated on the Contract for Meeting Room Use. The Library shall be notified of any changes in the type of activity scheduled for a Library meeting room two weeks in advance. Such changes may void prior approval, or require the payment of additional fees.
7. Library Facility and Meeting Room Information packets, which include Library Policy and Facility use information, are available at the Central Library 1st Floor Catalog and Information Desk during all public service hours, or may be obtained from the Central Library Events Coordinator.

G. Scheduling

1. Reservations for use of Central Library meeting rooms and other facilities are submitted to the Central Library Events Coordinator.
2. Meeting rooms may be used any time during the public service hours of the Library.
3. Approval from the Central Library Administrator is required for use of any Central Library meeting space outside of public service hours. Staff service fees will be charged as outlined in Sections E.
4. Notice of cancellation must be given to the Central Library Administration at least 48 hours in advance for a full refund.

H. Catering

1. The caterer for any event in a Library facility must be selected from the Library's List of Qualified Caterers, available from the Central Library Events Coordinator.
2. Caterers must comply with the rules and regulations of signed contract and as listed below.
 - a. Catering staff should arrive and exit through locations designated by the Library.
 - b. Catering staff may park in the Central Library Garage, which is operated on a fee basis and may be entered from Soledad Street. Parking is not permitted in the motor court.

- c. Use of the loading dock and freight elevators must be prearranged with the Central Library Events Coordinator.
- d. Gas of any kind for cooking is prohibited. Sterno heated proofing cabinets are subject to approval. No frying is allowed in any space in the Library.
- e. Any electrical appliances must be approved by the Library, and electrical requirements must be given to the Library at least two weeks prior to the day of the event.
- f. Set-up time for the event will be determined by the Library.
- g. All spaces should be cleaned and tables wiped clean. The proper disposal of all refuse is expected, especially liquids. Nothing (including water and ice) can be poured in the landscaping, fountain, or grass areas. All food, beverages, and trash must be removed from the premises immediately following the event.
- h. No gratuities are to be given to the Library staff.
- i. Approval must be requested at the time of reservation if it is proposed that alcoholic beverages be served. If liquor is served, a liquor license and a liquor liability insurance policy must be maintained by the caterer covering the distribution of liquor and naming the Library as additional insured. All alcoholic beverages must be brought in and removed by the caterer. The caterer assumes all responsibility for the serving of alcoholic beverages, consistent with the laws of the State of Texas and other regulatory authorities. The Library is not responsible for alcoholic beverages left on the premises.
- j. The Library is not responsible for any property left on the premises by the caterer.

I. Non-Library Equipment

- 1. Use of non-Library equipment is subject to the approval of the Central Library Events Coordinator. The Library will determine the day and hour at which equipment is to be delivered. The Library is not liable for loss or damage to non-Library equipment. All non-Library equipment must be removed immediately following the event.
- 2. All vendors are to arrive and exit only through locations designated by the Library.
- 3. Vendors may park in the Central Library Garage which may be entered from Soledad Street. Please note that this structure is operated on a fee basis.
- 4. Dance floors must have a beveled edge.

5. All furniture brought into the Library must have non-marring protective caps to avoid scratching floors. Movement of furniture must be done with the use of rubberwheeled dollies or carts. All furniture must be lifted, not dragged.
6. Individuals or organizations reserving the Library space are responsible for ensuring that all necessary safety provisions are observed.

J. Decor/Floral Decorations

1. Plans for decor are subject to the approval of the Central Library Events Coordinator. Decor must not mar or affect the appearance of the Library structure and must be removed immediately following the event. No tape, adhesive, nails, screws, metal hooks or the like may be placed on or driven in any wall or surface of the Library.
2. Any additional lighting must be approved by the Central Library Events Coordinator. The lighting vendor must meet with the Events Coordinator at least one week prior to the day of the event to discuss electrical requirements.

K. Music, Entertainment and Performance Groups

1. The selection of music, entertainment, or performance groups must be approved by the Central Library Events Coordinator. Delivery, set-up and/or rehearsal time will be determined by the Events Coordinator.
2. Because meeting rooms are in close proximity to Library reading areas, noise is expected to be kept to a minimum.

L. Publicity

1. Individuals and organizations contracting to use Library meeting space for events are responsible for the event's publicity. Publicity must not include the Library telephone number. Copies of all publicity must be submitted to the Events Coordinator.
2. Any signs produced for directional or promotional purposes must be submitted to the Central Library Events Coordinator the day before the event. Only Library staff may post signs. Unauthorized signs will be removed. At no time may materials be attached to walls, windows, doors, or furnishings.
3. Neither the name nor the address of the San Antonio Public Library may be used as a mailing address for organizations, groups or individuals using meeting room facilities. Each group is responsible for handling its own RSVP's.

M. Liability

1. The Library premises must be left in satisfactory condition and groups or individuals using library property assume liability and shall be liable for any damage resulting from said usage as assessed by the City.
2. Neither the Library nor the City assumes responsibility for materials, equipment or any other article left by any other organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.



June Garcia, Library Director